

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

26 July 2004

PRESENT: Cynthia A. Herman, Chairman
Gary L. Daniels, Vice Chairman
Noreen A. O'Connell, Member
Leonard D. Mannino, Member
Lawrence D. Pickett, Member
Katherine E.L. Chambers, Town Administrator
Darlene J. Bouffard, Recording Secretary

1. CALL TO ORDER: Chairman Herman called the meeting to order at 5:00 p.m.

2. MINUTES: The minutes of the July 12, 2004 meeting were presented to Chairman Herman for review. Selectman Pickett amended the Ambulance Study Committee report to read "The Fire Chief gave a presentation on how he felt the community could be better serviced if the ambulance service could be put under the Fire Department." Vice Chairman Daniels moved to accept the minutes as amended. Selectman O'Connell seconded. All were in favor.

The minutes of the July 13, 2004 meeting were presented to Chairman Herman for review. Chairman Herman did apologize that she did not send out invitations to all current MACC Town Board of Selectmen as was indicated in the minutes as an action item. Vice Chairman Daniels moved approve the minutes. Selectman O'Connell seconded. All were in favor.

3. REPORTS OF BOARDS & SPECIAL COMMITTEES:

-Alternate Fiscal Year Committee. There is nothing new to report.

-Ambulance Billing Write-Off Committee. There is nothing new to report.

-Ambulance Study Committee. There is nothing new to report.

-Board of Selectman Goals. There is nothing new to report.

-Conservation Commission. There is nothing new to report.

-DO-IT Committee. There is nothing new to report.

-Facilities Committee. There is nothing new to report.

-Fletcher Cap Committee. There is nothing new to report.

-Government Study Committee. There is nothing new to report.

-Heritage Commission. There is nothing new to report.

-Impact Fee Committee. There is nothing new to report.

-Joint Loss Management Committee. There is nothing new to report.

-Library Trustees. There is nothing new to report.

-MACC Base. As a result of the meeting held with other Boards of Selectmen, it was found that Milford is not yet sure what type of MDT's are wanted. Each unit costs about \$6,000 and the Town needs 8 units. This is different

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from the laptops. The cars would just have the MDT unit in each car and more research needs to be done. Chief Douglas is getting together a request for quote for what he would like to get and MACC Base is working on their issue. Chairman Herman indicated this problem becomes bigger because Amherst is not going to go for any votes to spend money. MACC Base has the ability to keep Mont Vernon as a customer by making a \$40,000 investment of the base system and Amherst will not vote to invest money for that equipment. Amherst will negate whatever they can even if they need to provide the service to Mont Vernon for another year for free. They are protecting themselves from spending any money for MACC Base. Amherst is also looking to purchase the old equipment that will be replaced in MACC Base. There was a discussion about the disposition of that equipment at the Board of Governors meeting. Amherst is covering themselves and Milford needs to cover itself. Chairman Herman is concerned about how the next couple of meetings with the Board of Governors will go. MACC has been applying for grants for emergency funding money for communication equipment, but the Fed's said MACC is not a municipality. Nevertheless, they are pressing forward. If MACC Base gets a grant, will they own the equipment or will the Town? Selectman Mannino heard that Hillsborough County received a grant through Homeland Security to build a brand new dispatch center. The Emergency Service Committee is putting together a plan for the Town. One thing that came up is radio replacement and new frequencies and how that ties into MACC Base. The Town needs to find out how many frequencies can be on the new tower.

-Manifest. There is nothing new to report.

-MIDC. There is nothing new to report.

-NH School Health Care. There is nothing new to report.

-NRPC. There was a meeting last week.

-PEG Access Committee. The air conditioning was approved 2 weeks ago and Vice Chairman Daniels is sure they are going forward with that. The report from the committee is being worked on for submission to the Board of Selectmen.

-Personnel Committee. There is nothing new to report.

-Planning Board. There is nothing new to report.

-Police Station Building Committee. The Garden Street demolition is coming along and quite a few pieces of granite have been moved. The date and the pieces around it have been removed. The stairwells were also kept.

-Recreation Commission. There is nothing new to report.

-Recycling Committee. There is nothing new to report.

-Regional Water District. There is nothing new to report.

-School Board. There is nothing new to report.

-Solid Waste Committee. There is nothing new to report.

-Volunteer Program. There is nothing new to report.

-Water/Sewer District Committee. This committee needs more members. A meeting was held last week and the committee is working out what may be made into a warrant article.

-Zoning Board. There is nothing new to report.

There were no other reports for this evening.

4. APPOINTMENTS:

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5:00 p.m. - Continuation of DPW Reorganization. Bill Ruoff, DPW Director, revised the dollar charts and provided copies to Board members for review. Chairman Herman asked for comments from the Board on the new information. Vice Chairman Daniels thanked Bill Ruoff for the information provided and noted that the cost was more than what was expected. Selectman O'Connell feels that it is still worth it. If the Town is not prepared for what is coming down the line, it will put the Town in a tight spot and she supports the recommendation of Bill Ruoff. Selectman Pickett likes the organization chart, but does not feel he wants to do it all this year, but instead do three out of the five positions this year. Selectman Pickett recommended at a minimum the Superintendent of Parks & Cemeteries position be held off for one year. Chairman Herman asked if Selectman Pickett meant that the new person will then report to the Superintendent of Highways instead. Selectman Pickett said he would support placing that person wherever Bill Ruoff would suggest. At the Recreation Commission meeting last week, Selectman O'Connell said there were complaints that things were not getting done at the parks. Some of the busiest things in the parks are seasonal. Last year when this was discussed, Chairman Herman said the budget committee did not want as many people hired and Bill Ruoff thought that this reorganization could be done without hiring them all this year. Bill Ruoff responded that there are four people who are out on sick leave right now and another person who is half time, so Bill has been down at least 4 people since April. Chairman Herman wondered why everyone is worrying about getting in top level people when there are 4 hands on positions that are not filled right now because of illness. Town Administrator Chambers added that in addition to the 4 people who are on sick leave, Bill Ruoff is way overloaded and that was the whole idea of the reorganization - to get some of the responsibilities moved down. The real problem for the Town is if Bill Ruoff is out - the Town is relying on him for way too much. But some of that has begun to be fixed, said Chairman Herman, who then asked if it is feasible to accomplish this entire reorganization during this year? Will it be as efficient as we had hoped it would be, when DPW is short laborers right now? How will more management help? Town Administrator Chambers suggested bringing in temporary help during this time. Selectman O'Connell indicated these are working supervisors, that was one of the discussions. It was Selectman O'Connell's understanding that people who are at the top will do some of the hands on tasks even though it might not be in their job description. Town Administrator Chambers noted that has always been the case. Chairman Herman does not see that happening because there was a day recently when an entire department needed to be closed because all of the workers were out sick. With the number of people DPW is missing, should the Board focus on that first? It was never said that all of the management positions would be brought in at the same time. Town Administrator Chambers noted that it was approved that the positions would be filled in a certain timeframe, one month apart.

Selectman Pickett asked what positions have already been filled and what positions are supposed to be hired this year. Bill Ruoff explained the Truck Driver has already been hired and the other positions are supposed to be hired this year. If the Town holds off on hiring the Superintendent of Parks & Cemeteries, Bill Ruoff recommended keeping the organization chart the same, but just have a Foreman and Lead Person instead. Chairman Herman asked if any Board members have any problems with the organization chart. Vice Chairman Daniels asked about hiring one Assistant Director to oversee all the Facilities Engineering instead of hiring different superintendents? By doing it the proposed way, said Bill Ruoff, the Town will be able to perform plan reviews itself without hiring consultants. In managing several tasks during the day, it is better to set up with the supervisors to have them oversee the day-to-day tasks. The facilities side is operations and maintenance and will address needs of the committees and other organizations. DPW is providing a maintenance and operations service for the community. It is better to have that extra layer of supervision instead of having the Foreman report directly to the DPW Director. Selectman O'Connell asked if two of the new positions could go into next year. Bill Ruoff would just like the Board of Selectmen to give him some direction on what to do. The concern of Chairman Herman is there is a lot of work that needs to be done and the Town is down at least 4 people. Right now the Board is worrying about the wrong thing and it needs to get people to do the work. Bill Ruoff asked if he is allowed to hire temporary help. Chairman Herman asked why Bill has not come to the Board to ask for that already. Bill Ruoff responded that he is already watching his budget very carefully. Selectman Mannino feels the Director has done everything the Board has asked him to do. Bill Ruoff has made modifications to the structure; the Board agreed to this concept last year and if we need to reduce the amount of hires to get this going then let's do that, but it is a good plan. The people who are out of work right now will eventually be back. If the Board does not move forward, this conversation will continue to be back on the table at the end of this year. The leg work is done, now it is the timing, said Chairman Herman. By holding off on the hiring of the Superintendent of Parks & Cemeteries position for now, Bill Ruoff will still have the same number of staff and will have some extra funds in his budget that could be used to fill the temporary positions. Selectman O'Connell asked if it will work if the Board approves this reorganization and allows Bill Ruoff to set his own timeline using whatever money he is able to rearrange to hire temporary help. The budget is the same, so it should work. Vice Chairman Daniels said if Foreman are being moved up to Superintendent positions, some of the manpower will be lost and

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should be taken into consideration. The Board knows the pressure that is on DPW to expand, said Chairman Herman, and the Board has been responsive with the storm water regulations. Taking a Foreman and having him do Superintendent work is an issue. The Town is going toward this organization chart and it will be filled out eventually. If that one position is taken out for now, would that be enough? Could that be done? Bill Ruoff said it is a Board of Selectmen decision, he has provided all the information that was requested, and the WWTF position needs to be filled. He asked if one position is put on hold, that the position be put back up for discussion January 1, 2005. Chairman Herman asked if Bill Ruoff's job has gotten better since some of the responsibilities have been given to the Assistant Director. Bill Ruoff said yes, but all of the new requirements are putting additional responsibilities on each of the people involved.

If this Board fills a limited amount of positions, Selectman Mannino asked if it is going to decrease Bill Ruoff's workload. Bill Ruoff said it will not reduce his load for this year, but it will help him get ready for 2005. Bill was looking at hiring the new positions by October, then they have to be trained. Bill requested that for the positions held off, they be reconsidered at the beginning of next year. Selectman Pickett moved to approve the reorganization plan and hold off on the Superintendent of Parks & Cemeteries position until January 2005. Vice Chairman Daniels seconded for discussion. Selectman O'Connell would like to leave it at Bill Ruoff's discretion as to when the position will be filled, but to approve it tonight. Town Administrator Chambers indicated these positions were all budgeted for and she is not sure why the Board would not allow the Director of DPW to go forward with the reorganization and the positions. Selectman Pickett indicated he was not on the Board when the plan was approved, and he does not agree with having a supervisor for one worker and does not feel it is cost effective for the taxpayers. Selectman Pickett wants to save money and now it is understood that temporary help is needed in this department in other areas. Next year if it is found that it is not working out, it can be re-visited. Selectman O'Connell asked if the Board is approving the position and pushing it out until 2005. Chairman Herman noted the Board has already accepted this plan. Vice Chairman Daniels also added that the new position will already be in the budget. If the Superintendent of Parks & Cemeteries is removed, Town Administrator Chambers noted it is one body that is being taken out of the Parks & Cemeteries Department. Some of the problems that have been identified may not be able to be addressed, such as taking care of the fields. Selectman Mannino asked if the DPW Director will have to go through the budget process again for that position. Chairman Herman answered that he will have to do that anyway - he does that for every position, every year. All were in favor of the motion.

Vice Chairman Daniels moved for the Superintendent of Highways and Drains to be changed to Level 21 (instead of 22). Bill Ruoff stated he is highly against that and will not accept it at that level because the Board voted to hold on the Superintendent of Parks & Cemeteries until next year, which will basically move some of the responsibilities of that position to the Superintendent of Highways & Drains. Chairman Herman seconded for discussion. Vice Chairman Daniels moved to go into non-public session at 5:52 p.m. Selectman Mannino seconded. All members were polled individually and assented to enter into non-public session for the purpose of discussing personnel. After discussion, a vote was taken on the motion: Vice Chairman Daniels was in favor, Chairman Herman, Selectman O'Connell, Selectman Mannino and Selectman Pickett were opposed. Motion failed 4-1. Selectman Mannino moved to come out of non-public at 6:02 p.m. Selectman Pickett seconded. All members were in favor of coming out of non-public session.

5:45 p.m. - Non-Public Session - Personnel. Tom Neforas and Larry Anderson were in attendance to discuss personnel issues with the Board. Vice Chairman Daniels moved to enter into non-public session at 6:03 p.m. Selectman O'Connell seconded. All members were polled individually and assented to enter into non-public session. After discussion, Vice Chairman Daniels moved to come out of non-public session at 6:22. Selectman Mannino seconded. All were in favor. No announcements were made.

6:00 p.m. - AFSCME Grievance. Chief Douglas, Attorney Warren Atlas, Union Steward Steve Lyons and Patrolman Sterlin were in attendance to discuss a grievance. Steve Lyons requested to go into non-public session, to which Town Administrator Chambers indicated the Town objects to this class action suit and is unsure who would be excused from the discussion. Attorney Atlas explained that the grievance must have individuals involved included in it. There has been some failure in the union to make that clarification. This "grievance" does not meet the definition of a grievance. Chairman Herman stated she is uncomfortable as to who to include in non-public and feels the people at the table should stay. Union Steward Steven Lyons said the grievance is limited to 6 employees, two of whom are here tonight. Chairman Herman asked if they are current or previous employees, to which Steve Lyons said they are previous employees. Town Administrator Chambers indicated that she is unaware of the people included on the grievance since they are not listed. Steve Lyons provided a separate list of those individuals involved. Town Admin-

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istrator Chambers stated she is concerned with the list of individuals and requested verification of the people and the dates to confirm the contract dates. Selectman Mannino was included on the list and stated that he will abstain from any vote on this matter. Selectman Mannino stated he did not know he would be included on this list. Attorney Atlas indicated the only people who would have an argument would have been employed as of March 31, 2002, so he does not understand why Selectman Mannino would be on the list because he separated from the Police Department in 2001. Steve Lyons indicated for the record, that Selectman Mannino did not request that a grievance be completed on his behalf. Chairman Herman has concern with going into non-public and asked who would be included in that discussion. She is not comfortable with the grievance not having any names on it and those people not even being present here tonight. Chairman Herman does not want to mess up any procedure. Steve Lyons asked if Chairman Herman wants every person who could possibly be affected with this issue present. A class action is any party over two people. Chairman Herman indicated that the people being described are former full time employees of the Town and she is at a loss as to how to move forward. Steve Lyons requested a moment with his clients, who then agreed to leave for the non-public discussion.

Vice Chairman Daniels moved to enter into non-public session. Selectman O'Connell seconded. All members were polled individually and assented to enter into non-public session at 6:37 p.m. to discuss legal issues. Selectman Mannino indicated his concern of being included on the grievance paperwork and said that for these discussions he will recuse himself. Other Board members convinced Selectman Mannino that he should be a part of the discussions as he is not involved in the grievance. After discussion, the grievance was taken under advisement and no decision was made. Vice Chairman Daniels moved to come out of non-public session. Selectman O'Connell seconded. All members were in favor of coming out of non-public session at 7:30 p.m.

6:30 p.m. - Departmental Morale. Vice Chairman Daniels moved to enter into non-public session to discuss personnel issues with Chief Douglas. Selectman Pickett seconded. All members were polled individually and assented to enter non-public session at 8:15 p.m. After discussion, Vice Chairman Daniels moved to come out of non-public session at 8:41 p.m. Selectman O'Connell seconded and all were in favor of coming out of non-public session.

Chairman Herman indicated that she appreciates Chief Douglas' efforts at supporting his staff. Selectman Mannino has heard that morale has been down for a while and it may have something to do with the contract negotiations. The Town voted for a new police station and it did not seem that morale went up after that. Selectman Mannino asked what else could be done to improve morale. Because the arrests have gone up, is that an indication that morale is all set? Chief Douglas said it is not, but 52 arrests in 26 days shows that productivity is up. Selectman Mannino has heard about Chief Douglas' being called to testify in certain towns and his perception is that officers may question if that was appropriate. Chairman Herman asked if morale issues ever go away. The Town needs to figure out how to keep the morale good instead of trying to fix the low morale all the time. Chairman Herman is very pleased to be working with this Board and all its members want to make things better in Milford - this Board is a great group of people. Chief Douglas did say there are some programs in place at the Police Department that keep morale up. There is the motorcycle program and there is also a registered SWAT team that some officers want to get involved in. Selectman Pickett does not know a lot of the officers, but he has heard some things. One thing he heard is that all officers were told to carry the same weapon and that is understandable; but Chief Douglas carries a different weapon and the officers feel that he singles himself out - the Chief can determine what weapons the officers can carry but he does not carry that weapon himself. Chief Douglas explained he was given his weapon upon becoming Chief in Milford and he will carry the weapon until he is done in that capacity. Selectman Pickett does not feel that the Chief is hearing the issue. Chairman Herman asked if Chief Douglas wants to be told about issues that could be related to morale. Chief Douglas said he does want to hear about it, but he would rather the officers came directly to him and there is a way that issues could be brought directly to him. Chairman Herman asked how the Chief would like to be notified when there is an issue. Chief Douglas responded that he wants to hear about the issue through the chain of command. Selectman Pickett feels that the way the Chief responded to his question regarding his weapon tonight and on other occasions, he finds the Chief very un-approachable. Selectman Mannino feels that maybe people are not going directly to the Chief because they do not feel they can. Chairman Herman wants everyone to keep the communication lines open. Town Administrator Chambers indicated that she and Chief Douglas communicate on a regular basis and she is not uncomfortable bringing up problems. A lot of things have been implemented and she tries to get down to the Police Station on occasion. The little things do have some impact. In general she does not remember a time when the Police Station did not have a morale issue. The Town needs to stop using morale as the reason for implementing new ideas. The Town is in negotiations all the time and the staff gets low morale during contract negotiations. Chief Douglas noted that in the MRI report it is documented that all the new equipment was

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replaced and that the equipment was the cause of the low morale; once all that is done, the people will still not be happy and will find something else to be upset about.

7:00 p.m. - Response to Questions Relative to Fire Alarm System. Chief Pauley provided additional information regarding the proposal for Digitized Alarm Monitoring presented to the Board of Selectmen in May 2004. Chief Pauley began by explaining that the Keltron (Honeywell receiver) is still out of service. Chairman Herman asked if the Town takes on the digitized monitoring system, does it change the Town requirements. Chief Pauley said it does not, the upgrade is for the existing equipment at the Fire Station. The Keltron is a separate issue. There is the digitizer, then the radio boxes, then the telephone monitoring system. Chairman Herman asked where these alarms go off? Chief Pauley explained it is received at the Fire Station and at MACC Base and he would like that to continue. The Milford Fire Department has nothing to do with the Keltron. Chairman Herman asked why the Fire Department has the same response that comes in through MACC Base. Chief Pauley explained if there is a fault of some sort, the alarm comes in at least one of the receivers (Fire Station or MACC Base). Selectman O'Connell asked if by digitizing the equipment, that will require businesses in Town to upgrade their alarm systems? Chief Pauley said Hampshire Hills is upgrading their radio boxes to an up-to-date system. When MACC Base dispatches the Fire Department for Hampshire Hills, it will identify where in the building there is a fire. Chairman Herman asked if that system will also take in information regarding burglaries. Chief Pauley said the Fire Department is hesitant to do that. The existing digitization will not allow for that. But the new digitizer will allow for it, said Chairman Herman. Selectman Pickett asked if that is only available if the business upgrades their system. Chairman Herman asked why the main console wouldn't be placed at MACC Base. Chief Pauley said there are two systems with two separate antennas and are all capable of receiving the same things but the brain is at the Fire Station. Chairman Herman asked again why the main console wouldn't be moved to MACC Base. Chief Pauley said it would be extremely costly to move all the wires and cabling leading to the Fire Station up to MACC Base.

Chairman Herman asked who bills the customers. Chief Pauley responded that the Fire Department bills customers for radio boxes and street boxes on an annual basis. The alarm signals are coming into the brain at the Fire Station and then it goes to MACC Base. If Milford is trying to get MACC Base as good as it can be, Chairman Herman asked why the brain wouldn't be moved to MACC Base. Chief Pauley responded that MACC Base goes down from time to time and it goes off the air and to have the secondary system at the Fire Station makes all the sense in the world. Town Administrator Chambers understands that the wiring already out there comes in to the Fire Station and that is why it would cost so much to move it. The Fire Department has the authority to run lines on the poles. Chairman Herman asked if MACC Base is still monitoring the system. Chief Pauley said they still monitor the system. If there is a problem with an alarm, Chairman Herman asked who the customer would call. Chief Pauley said the customer would call the alarm company. The Fire Department is responsible for the wire going into the building and into the Fire Department and that is it. Chairman Herman would like to get input from MACC Base on this. Chief Pauley added that the majority of this upgrade is paid for by the users not the taxpayers.

Vice Chairman Daniels asked if the main console were moved from the Fire Station to MACC Base would the Fire Department still be able to send out the alarm and monitoring bills. Chief Pauley said yes, because the Fire Department owns the console. What if the console was owned by MACC Base, asked Vice Chairman Daniels. Chief Pauley said then the Town would not send the bills. Under the current fire alarm system, Selectman Mannino asked if the alarm panel shows if the resident is on oxygen or needs assistance. Chief Pauley said the current system does not show that. Selectman O'Connell indicated the Town has the money for the upgrade and the Town needs to do the upgrade. If the Town can be better at providing systems to our community, Selectman Mannino is for it. Chairman Herman said the Board needs input from MACC Base because they will be the ones monitoring the system once it is in place. Town Administrator Chambers understands that the way the alarms come in with the new system is a lot easier for MACC Base to handle than it is currently. Chairman Herman does not want to jump into something because the Fire Department wants to get a new digitizer - MACC Base does not want to become an alarm service. Selectman Pickett does not understand how the two year old Kingfisher system is not working properly. The Fire Department does not have in its Mission Statement building a new alarm monitoring system. Selectman Pickett does not want to get into a situation where it becomes mandatory for businesses to upgrade their system. Chief Pauley indicated the Kingfisher was built in 1988 and the Town bought it in 2002 thinking it would solve the problems in the long term and that has just not worked out; it has not met his expectations. This is an opportunity to correct that problem. Chairman Herman would like to sit down with Nelson Taylor, MACC Director, to get an understanding of what this will do, and how it will set up with everything he has coming and how it will fit in the traffic flow at MACC Base. She wants to be sure it is all going to work.

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8:00 p.m. - Non-Public Session - Negotiations. Upon motion made by Selectman Mannino and seconded by Vice Chairman Daniels, all members assented to enter into non-public session at 11:22 p.m. to discuss a Personnel issue. A motion was made by Vice Chairman Daniels and seconded by Selectman Pickett to come out of non-public session at 12:00 a.m. No announcements were made.

5. UNFINISHED BUSINESS:

-Tax Collector/Town Clerk Reorganization Proposal. The revised organization chart and associated data was presented to the Board for review. Chairman Herman noted she did not see a timeline for the implementation of the changes. Town Administrator Chambers explained this reorganization needs to go through Town Meeting so it is known whether it is supported or not - people like to know about these things. Chairman Herman asked why this would need to go through Town Meeting, and Town Administrator Chambers explained that it is a major reorganization and the residents will want a say. Selectman O'Connell asked if the Finance Director can take on the Tax Collector's duties as well, during an absence. Town Administrator Chambers indicated that Rose Evens feels she can, but she is concerned it may add to her burden, but the additional staff should be picking that up plus the cross training will be there. Selectman O'Connell still wants to make sure that a "pleasant and courteous manner" is put on all the job descriptions as a requirement. Chairman Herman made a few modifications to the job descriptions which were documented by Town Administrator Chambers. Chairman Herman asked what determines where in the grade level the salary is placed for the elected official. Town Administrator Chambers said that would depend on the education and experience of a candidate. Selectman Pickett asked if there is cost information available from other towns for these positions. Town Administrator Chambers has that information and will provide that along with budget information at the next discussion. Chairman Herman also requested a price for the reorganization. Town Administrator Chambers added that Leen will need to be moved, but at this point she has not decided where his office will be; Planning and Building also needs to be expanded. Vice Chairman Daniels moved to table this discussion but that Town Administrator Chambers keep moving forward to get information to the Board. Selectman O'Connell seconded. All were in favor.

-Street Lighting Concerns. Town Administrator Chambers has met with PSNH's project manager for the street light replacement project to discuss a public awareness campaign. The following recommendations were made:

Press Release - Cabinet, Union Leader, Nashua Telegraph
Letter to Residents - mailed to every resident
Public Meeting - accommodate as many people as possible

Further, all 18 lights that were taken down have gone back up. Town Administrator Chambers asked for input from the Board of Selectmen. Selectman Pickett thinks there are some lights currently up that are not even near any homes or intersection that may be able to be removed permanently. Chairman Herman said the newsletter will be going out to all residents, and suggested the public awareness letter be included in that. Town Administrator Chambers noted that all the streets will be listed in the letter and it may be lengthy. Chairman Herman still felt it would fit. The date of August 30 at 7 p.m. was chosen for the public meeting, in the auditorium. Prior to the public meeting, a Board of Selectmen meeting will be held at 5 p.m. at which there will be a MACC Base discussion and possibly some budget discussion. All members felt the letter prepared by Town Administrator Chambers was fine.

-Presentation of Volunteer Program. Ruth Bolduc, HR Director, requested Board of Selectmen input on the Volunteer Program. Chairman Herman requested that Ruth Bolduc come explain to the Board of Selectmen how this system will work and see if she is ready to go forward. Selectman Pickett wanted to note that in the memo for Department Heads, it did not seem to be very welcoming to them to want to invite volunteers. Vice Chairman Daniels moved to table. Selectman Mannino seconded. All were in favor.

-Lease Agreement with US Cellular Discussion. Town Administrator Chambers talked with Ken Kozyra about the agreement. Bill Drescher has reviewed the agreement and feels uncomfortable with the Board of Selectmen not having a way to get out of the contract during the 20 years. Also, if the technology changes, the Town wants the ability to change with technology. Town Administrator Chambers is waiting on feedback from Mr. Kozyra on those issues. Selectman Pickett asked about the amount of fire insurance and thought it seemed low. Town Administrator Chambers said that was the recommendation of the insurance company and there is also general aggregate insurance. The final contract should be ready to sign at the next meeting. If everything falls into place it is a done deal.

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-NH Municipal Association (NHMA) Policy Conference - Selection of Delegate & Policy Position. The Town of Milford needs to have a delegate to represent the Town at the meeting on September 17. Selectman O'Connell volunteered to go to the meeting. Chairman Herman would like to get everyone's comments and questions and she will summarize them for discussion at the next Board of Selectmen meeting. Selectman Pickett moved to table. Selectman Mannino seconded. All were in favor.

-Board of Selectman Newsletter Discussion. All of the articles for the newsletter have been drafted and provided to Chairman Herman. A list of 2004 Boards and Committees was presented for inclusion into the newsletter, which will be about 8 pages total and can be mailed first class. There are about 5600 resident households. The mailing list is from Major Mail, who can copy, collate, fold and mail. Chairman Herman wants to be sure that the first newsletter goes out first class and any that come back can be cleared up in the mailing list for the next issue. Vice Chairman Daniels suggested looking into second class with address correction requested. The newsletter gets a few things done, and the letter about the street lights will be out, plus the Board of Selectmen is communicating with the residents. Selectman Pickett suggested also adding any open positions in the Town such as at DPW and MACC Base.

-Perambulation of Town Boundaries with Town of Mason. Mason is working on this.

-Proposed Draft Amendments to Town Wrecker Rotation Policy. Vice Chairman Daniels needs to send the revised version of this policy to Dawn Griska. One issue did come up about the amount of insurance that the companies have - some have more, some have less. Town Administrator Chambers said the current policy does not state an amount of insurance but the insurance company recommended a certain amount. Once the language is finalized, the policy needs to be implemented.

-Consideration of State Motor Vehicle Registration - MAPP & COMPASS. There is nothing new to report.

-Civic Media Corp - Recycling/Advertising Partnership. Town Administrator Chambers requested all input and comments on this agreement be provided from Board of Selectmen members before Bill Drescher looks at it. Chairman Herman was not impressed with the agreement as written. Selectman O'Connell indicated the Board only agreed to move forward, there were no further agreements made at the last meeting. There is an appointment with Civic Media Corp on August 9. Chairman Herman suggested a subcommittee handle this agreement and work out the language. Selectman O'Connell, Town Administrator Chambers and Chairman Herman agreed to get together and go through the agreement on July 28 at 2:00 with hopes of presenting the contract to the Board of Selectmen at their August 9 meeting.

-Recommendations for Traffic Safety Concerns - Dearborn, Elm & Middle Streets. Awaiting Traffic Safety Committee recommendations.

-Nashua Street Traffic Study. Awaiting Traffic Safety Committee recommendation.

-Consideration of Discretionary Preservation Easement Application. Awaiting information from applicant.

-Discussion of Telephone Pole Licenses. Awaiting proposal.

-Status of Osgood Pond. Ongoing project.

-Discussion of Salary & Wage Budgets and Warrant Article Deadlines. Rose Evans, Finance Director, has asked about sick incentive pay that is now in each department budget and she feels it could be moved to the benefits budget. Town Administrator Chambers indicated that a town-wide history can be developed over time if it is taken out of the department budgets. If it is a liability at the end of the year it must be shown on the books. Selectman Pickett noted the ambulance service has a per diem account, and when someone is out sick someone still needs to be called in. Town Administrator Chambers said the per diem will still be in the ambulance budget, but the system being used now will allow it to be done either way. Chairman Herman suggested moving it and see if it works better.

Town Administrator Chambers recommended and the Board agreed that October 1, 2004 is the deadline for Warrant Articles for everyone. Petitions can come in until the second Tuesday in January. The School Board does not have a deadline yet on their Warrant Articles.

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6. NEW BUSINESS.

-Request for Authorization to Apply for a Driveway Permit for the North River Road Athletic Fields. MCAA has requested input from the Board regarding an application for a State of NH driveway permit at the North River Road fields. Chairman Herman wants to be sure that nothing happens down at the fields until all the proper permits are received. This driveway is the one everyone thought would work. The middle single driveway will be eliminated. Chairman Herman asked if this will make the neighbors upset? Selectman O'Connell said it will probably make some neighbors unhappy but will make it much safer. It is on the curve, so site distance needs to be verified. Chairman Herman asked if the traffic committee needs to get involved? Selectman Pickett said the driveway that is there now is staying, but the existing driveway will only be an exit and the new driveway will be entrance only. Selectman Pickett moved to give MCAA permission to apply to the State for a driveway permit, on behalf of the Board of Selectmen, and that Chairman Herman will have authority to sign the application. Vice Chairman Daniels seconded. All were in favor. Chairman Herman indicated that the application should also go to the Planning Board and to the traffic safety committee.

-Petition for Reduction of Speed Limit on Ruonala Road. A petition for reduction of the speed limit on Ruonala Road has been received from property owners and residents of Ruonala Road. The petition is to reduce the speed limit from the current 35 mph to a safer 25 mph. Selectman O'Connell moved to send this request to the Traffic Safety Committee. Selectman Pickett seconded for discussion. Chairman Herman asked if the motion could be amended to include "and all requests for like roads" to go before the Traffic Safety Committee. Selectman Pickett seconded. The definition of the word "like" was discussed, clarifying that it was meant to be used for consistency in "like" roads, meaning similar to Ruonala Road. Selectman Mannino indicated that the speed limits are set by statute - the Traffic Safety Committee can come back with their recommendation, however State roads may not need to be considered at all. The amended motion failed on a 2 – 2 vote. All members were in favor of the first motion to send the request for Ruonala Road to the Traffic Safety Committee, with the exception of Selectman O'Connell, who was opposed.

-Request for Acceptance of Updates to the Emerson Park Use Guidelines. Based on the discussion at the last Board of Selectmen meeting regarding the uses of Emerson Park, Dawn Griska, Executive Assistant to the Board of Selectmen, has requested approval of revised language in the policy. Kevin Lynch has recommended the Town call "Dig Safe" about the park to make sure there is nothing buried. Selectman Mannino moved to approve the revised language in the policy pending input from "Dig Safe" saying it is all set. Selectman Pickett seconded. All were in favor with the exception of Vice Chairman Daniels, who was opposed.

-Request to Reconsider Town Hall Public Restroom Hours of Operations Policy. Jessica Hejtmanek, DO-IT Executive Director, has requested Board of Selectmen permission to keep the Town Hall restrooms open during day-time hours on weekends. Town Administrator Chambers indicated the restrooms are closed on weekends because people vandalize them and make big messes and there is no one to monitor the restrooms. Town Administrator Chambers said they are open during the day, during regular work hours. Selectman Pickett thinks the Town should close the restrooms and get rid of them if they will not be accessible, since when Town Hall is open, there are public restrooms inside the building. Town Administrator Chambers explained whenever the custodian is at Town Hall, the restrooms should be open. Vice Chairman Daniels moved to take no action at this time and to check on when the outside public restrooms are open at present. Selectman Mannino seconded. All were in favor.

-Request to Investigate Problems at Ledgewood. Some problems have arisen at the Ledgewood condos, and have been brought to the Planning Board for follow-up. The Planning Board is going on a site walk and it is time the Board of Selectmen finds out what is going on. Vice Chairman Daniels moved to take under advisement. Selectman Pickett seconded. All were in favor.

-Request to Designate Fuel Vendor. Chief Douglas provided price information regarding the fuel for the Police motorcycle as requested from the Board. It was noted that this should not have even come to the Board of Selectmen. Vice Chairman Daniels moved to take under advisement. Selectman O'Connell seconded. All were in favor.

-Request for Authorization to Implement a New Fee. Eric Schelberg, Milford Ambulance Service Director, has requested Board permission to implement an "Assist Fee" of \$50.00 per hour to be charged to private ambulance

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providers when Milford Ambulance is requested to provide assistance to a private service. Vice Chairman Daniels moved to authorize the implementation of this new fee by the Ambulance Service. Selectman Mannino seconded. All were in favor.

-Request for Renewal of License to Sell Pistols and Revolvers. Joseph D. Devine, President of JC Devine, has requested renewal of his license to sell pistols and revolvers in the Town of Milford. Vice Chairman Daniels moved to approve the request in accordance with the recommendation of Chief Douglas. Selectman Mannino seconded. All were in favor.

-Petition from PSNH for Pole Licenses (1). PSNH has requested a license to install and maintain underground conduits, cable and wires and maintain poles and structures with wires, cables, conduits and devices thereon on Middle Street. Vice Chairman Daniels moved to approve. Selectman O'Connell seconded. All were in favor.

-Acceptance of Timber Tax Levy (4). Vice Chairman Daniels moved to approve the acceptance by Peggy Langell, Collector of Taxes, of Timber Tax Levies in the amounts of: \$611.25, \$0.00, \$1,344.78 and \$2,202.12. Selectman Mannino seconded. All were in favor.

7. ITEMS NOT ON THE AGENDA.

-Letter of Resignation from the Water & Sewer Village District Study Committee. David Quigley submitted his letter of resignation for his participation on the Milford Water and Sewer Village District Study Committee. Selectman Pickett moved to accept the resignation with regret. Selectman Mannino seconded. All were in favor.

-Letter of Thanks for Donation. Chief Douglas notified the Board of a \$500 donation to the Milford Police Station for the DARE Program, from Wal-Mart Corporation. Town Administrator Chambers will send a letter of thanks to Wal-Mart.

-Auditor. At the next Board of Selectmen meeting, the auditor is coming in. Town Administrator Chambers recommended members to review the information prior to the meeting and identify the questions that need to be addressed.

8. INFORMATION ITEMS.

9. ANNOUNCEMENTS.

-Next BOS Meeting. The next regular meeting of the Board of Selectmen will be Monday, 9 August 2004, at 5:30 p.m.

There being no further business to come before this Meeting, the Board adjourned at 12:00 a.m.

Chairman

Vice Chairman
